

# Market Range Detail - Office Assistant

## Effective Date

October 23, 2006

## Market Range Title Description

Responsible for a wide variety of general clerical and support services work of limited complexity, which follows well-established procedures requiring limited use of independent judgment; duties can be readily learned by on-the-job training. Incumbents apply basic to intermediate skills in the performance of general duties such as filing, answering phones, taking messages, completing and reviewing forms, answering questions for the public and other County employees, comparing/reviewing data, receiving money, data entry, scheduling appointments, sorting mail, and preparing routine forms, letters or memos. As employees in this class become more familiar with the duties performed, some independent judgment may be exercised. As incumbents gain experience and acquire a better knowledge of procedures, assignments may become increasingly difficult.

## Market Range

### Minimum Hourly Rate

\$10.72

### Midpoint / Hiring Maximum

\$13.56

### Maximum Hourly Rate

\$16.40

## Likely Minimum Qualifications

- High school diploma or GED
- 6 months to 2 years of experience performing general clerical duties
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Benefits Representative
- Cashier
- Clerk
- Courier
- Data Entry Operator
- Elections Troubleshooter
- File Room Clerk
- Health Care Services Associate
- Health Unit Clerk
- Laboratory Office Assistant
- Mailroom Clerk
- Office Aide
- Park Office Assistant
- Receptionist
- Recreation Assistant
- Special Projects Assistant
- Voter Registration Clerk
- Boardworker Recruiter
- Central Records Associate
- Client Services Representative
- Customer Service Rep
- Early Voting Clerk
- Employee Records Assistant
- Food Service Worker Clerk
- Health Service Assistant
- Imaging Clerk
- Legal Clerk / Runner
- Medical Records Clerk
- Office Assistant
- Polling Place Associate
- Records Clerk
- Recruitment Services Assistant
- Staffing Associate
- WIC Clerk
- Case Assignment Clerk
- Claims Associate
- Contact Station Assistant
- Data Entry Clerk
- Elections Recruiter
- Facilities Representative
- Governance Assistant
- Health Surveillance Assistant
- Investigative Aide
- Legal Support Assistant
- Motorpool Attendant
- Office Support
- Program Office Assistant
- Records Imaging Clerk
- Regional Office Assistant
- Telephone Interviewer

## Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.